



BEFORE & AFTER SCHOOL ENRICHMENT Parent Handbook

Introduction

The YMCA Before & After School Enrichment program (YBASE) is a branch of the YMCA of Coastal Georgia. As a before/after school enrichment program, our goal is to work with parents and guardians to raise their children to the whole glory of God. Families and the community depend on us to provide wholesome educational opportunities for children to discover who they are and what they can achieve through engaging experiences.

Note: Fun Club is the same program, but the YMCA provides transportation to and from the Y where the program is housed. YBASE is located at the school site (no transportation).

The mission of the YMCA is:

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

YMCA Program Philosophy

The YMCA takes its role as a child care provider seriously, but it does not undermine the parents' many responsibilities. The family is the most vital element in a child's life; the parent's frequent and significant involvement in the child care programs is an absolute necessity. Family participation in other YMCA programs is also encouraged.

Our purpose:

- To provide quality child care in a safe, creative and fun environment providing opportunities and experiences which stimulate the child's physical, social, intellectual and emotional growth.
- To provide children with a quiet time and place in which to do their homework under the supervision of knowledgeable adults who can provide appropriate assistance from time-to-time as needed.
- To provide children with opportunities with voice and choice in planning their YBASE program activities, and to select/modify activities that are age-appropriate.
- To provide children with opportunities for social interaction with peers and caring adults to cultivate old friendships and new relationships.
- To provide children with opportunities to develop and discover new skills and abilities.

Our experiences are built on the Y's core values of CARING, HONESTLY, RESPONSIBILITY and RESPECT. Please note that the YMCA Before & After School Enrichment Program runs in partnership with, not independent of, your public school. All questions, comments and concerns regarding this program should be directed to the YBASE main office.

A Three-Way Relationship

YMCA child care programs are centered in a three-way relationship that exists among children, parents/guardians and program leaders. It is not enough for the YMCA to work only with children; YMCA programs strive to support and assist the parent, to strengthen the parent-child relationship, and to increase the importance of families. These concepts are basic to the YMCA's philosophy and mission which make YMCA child care centers stand apart from other programs.

Staff

Each YBASE site is staffed with a site director and various group leaders. Each staff member is chosen for their experience,

education and love for children. All potential employees must be able to obtain a comprehensive background check required by the State of Georgia child care licensing agency Bright From the Start. The site director must be at least 21 years old, possess a TCC, CDA, Early Childhood Education degree, and/or bachelor's degree in any field, along with a minimum of 5 years qualifying child care experience prior to the date of hire. Group leaders must be at least 18 years old and have at least 6 months experience with working with school-aged children as well as a working knowledge of child development principles. All YBASE employees working directly with before and after school students must be enthusiastic and eager to make a difference in the growing needs of children under their care. As a Bright From the Start licensed program, our staff are required to be trained in CPR and First Aid health and safety practices and principles, and maintain 18 hours of child care continuing education trainings per year. By providing quality child care for every child, YMCA Before & After School Enrichment staff promotes positive practices, gives hope, inspires dreams and builds lasting relationships in the minds of children, families and their communities.

Child Abuse Reporting Requirements

The state of Georgia defines child abuse as “the physical injury or death inflicted upon a child by a parent or caretaker by other than accidental means.” Neglect and exploitation of a child are considered child abuse as well. YBASE and its staff are mandated reporters of child abuse and neglect. Each staff member is trained to recognize signs of abuse or neglect and are given explicit instructions to follow if they suspect the maltreatment of a child. Staff are well-informed of the penalties for false reporting and failure to report. Should anyone in our facility suspect or witness child abuse, the site director should immediately notify their district coordinator, followed by the Department of Family and Children Services. Signs of abuse may include—but are not limited to—signs of physical, emotional or sexual abuse, and neglect.

Non-Discrimination Statement

It is the policy of the YMCA of Coastal Georgia to comply with all existing statutes regarding equal opportunity as they relate to all program participants, ensuring that program participation decisions are made without regard to race, color, religion, gender, age, national origin, marital status, veteran status, sexual orientation, mental or physical disability, or any other basis prohibited by statute.

PROGRAM INFORMATION

History of YBASE

We operate 11 programs, in Bulloch, Bryan, Chatham, Effingham, Liberty, McIntosh and Glynn Counties; included is the YMCA Before and After Enrichment School program (YBASE), operating in 55 elementary and middle schools throughout the markets served. The YMCA serves men and women, girls and boys of all ages and from all walks of life regardless of the ability to pay. All of this and more is accomplished while putting forth the Y mission to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

In 1989, the school board voted to change bell times at each school across Chatham County. Parents and guardians rallied against the change citing early childcare for working families as a major inconvenience for the 9:00 am bell times. Within weeks, families and the school board finalized a resolution with the YMCA.

That year, YMCA started Pryme Tyme which is now known as YBASE, a morning only program; at 4 schools, White Bluff, Spencer, Thunderbolt and May Howard. Its small beginning focused on placing childcare workers at elementary schools for the few families that had early childcare needs prior to bell times. This service improved attendance and allowed parents and guardians the opportunity for everyone to be at work or school on time. The program was such a success that within weeks, principals campaigned for the program in several other schools creating a before and after school-based childcare opportunity. In 1997, the Pryme Tyme program began its program in Liberty County followed by the 2000 opening of the Chatham County YBASE program. The expansion then began an "afternoon only" program in Effingham County bringing the program site totals to forty-five. By 2005, Pyme Tyme aligned with Bright From the Start, as a state licensed before and after school care agency. Bright From the Start and YMCA policies and procedures upholds that our program meets the growing childcare and early education needs of Georgia's children and their families.

In 2018, Pryme Tyme (YBASE) began the accreditation process to have all of the Liberty YBASE sites rated as Georgia's Quality Rated program. It is with great pride and pleasure to we acknowledge that in 2019 Pryme Tyme (YBASE) has two gold-star Quality Rated sites. As of today, we currently have multiple Quality Rated programs, and more are working towards accreditation. We welcome you to our growing family of quality work and standards now known as YMCA Before and After School Enrichment (YBASE).

GENERAL

YBASE currently consists of 37 school-based sites in Chatham County. and 4 in Effingham Our program services school-aged participants in 27 elementary schools, eight K-through-8 schools and two middle schools. With all elementary and seven K-through-8 sites operating both an AM and PM session, the remaining three, one K-through-9 and both middle programs, operate a PM session only. Children enrolled in this program will receive care from qualified staff that are trained in fire safety and first aid/CPR. 98 percent of the sites are located in the school cafeteria with others positioned in various licensed locations throughout the school. Participants are grouped according to grade or age and maintained at a ratio that is safe and adequate for supervision. A USDS healthy choice snack is provided to each participant in the PM session.

PARENT COMMUNICATION

The YBASE program DOES NOT PROVIDE ONE-ON-ONE CARE. We encourage active communication and participation in all the YBASE program events both on-site and at YMCA branch locations around the Chatham County area. Parent handouts and physical fitness and nutrition information will also be distributed frequently throughout the school year.

Parent communication is welcome each day at pick-up and drop-off, and conferences with the site director are available upon request.

VISITORS

Parents who wish to gain access to the child care facility to volunteer or observe the activities on-site must check in with the site director and sign the visitor form. Parents who wish to volunteer more than once per quarter must complete a Bright From the Start Criminal Records Check.

We encourage parent involvement and will provide several opportunities for observations, engagement and cooperative play activities throughout the year.

RECORDS/Confidentiality

Enrollment forms and medical records for each child will be kept on-site to ensure access as needed for daily operations as well as emergency situations. These records are confidential and will be treated as such. All records are accessible by the site director on a daily basis and kept in a locked area when stored. A copy of the first two pages of the registration form is kept in each child's program area to alert the staff to the following information:

Authorized Pick-Up Persons

Allergies

Emergency Medical Information

Contact Information for Caregivers

Records are viewed by YMCA Childcare Professionals and Bright From the Start Licensing Professionals during licensing visits. Once completed, registration forms can only be altered by the person who originally signed the form enrolling the child. This includes, but is not limited to, change of address, change of phone numbers, change of custody/caregivers, and adding authorized pick-up people.

ADMISSION

Children may only enroll for YBASE participation at the school they currently attend. All YBASE participants must have a copy of their immunization record on file. Any families with religious restricting with regard to immunizations must provide the 3231 form. All enrollment forms must be filled out entirely.

Parents must provide immunization records for all enrolled children. Parents and guardians are required to update all information on the child's enrollment form when changes occur. To help the program maintain and provide the best care possible for each child, it is vitally important to notify the site director of medical changes, allergies, pick-up authorization, addresses and contact numbers.

DAYS AND HOURS OF OPERATION

The YBASE program begins at 6:30 a.m. and goes until the morning school bell; the afternoon session commences at school dismissal and goes until 6 p.m. following the current school academic calendar.

ENROLLMENT

The YBASE program is offered before and after each school day at selected elementary, K-through-8 and middle schools throughout Chatham County. Vacation weeks, **not days**, listed on the school calendar are the only attendance exclusions. Applications are accepted on a first-come first-served basis and shall be accompanied by a non-refundable registration fee of \$40. If you wish to remove your child or children from the YBASE program, a written 2-week letter of intent to withdraw must be submitted to the YBASE main office. Without the written withdrawal notice, tuition will continue to draft from the payment account.

As a state-licensed child care facility, we are required by the Department of Health to have a copy of the most recent immunization records (Form 3231) for your child on file. Please make sure your child has received all required screenings prior to registration. For the safety of all participants and staff, children who have not received all the necessary health screenings will be asked to leave the program until their health records are up to date.

CHILDREN WITH SPECIAL NEEDS

We do not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental disabilities. **The YBASE program cannot provide one-on-one care.** Children with special needs must be able to function independently in a large group setting termed as 1:15 or 1:25 staff-to-child ratio. In order to best meet the needs of your child, we ask that you contact the YBASE main office to inform of us of any and all special accommodations that your child may require (i.e. dietary, medical, physical, mental, etc.). If the needs of your child extend beyond the scope of before and after school training, the YBASE program reserves the right to require an official healthcare plan from the child's licensed medical doctor or an IEP from school records in order to determine the ability of the program to render care.

INCLUSION

The YMCA will make every effort to accommodate children with special needs and welcome them into our programs. Determining our ability to provide services will be done on a case-by-case basis. It is important that if accommodation is needed and/or the child has a diagnosis, that the caregiver fill out the Inclusion Intake form when registering the child. The YMCA reserves the right to request IEP's and other documentation for review to determine our ability to provide required services.

While our teachers have extensive training, we currently do not employ anyone who is certified in Special Education.

SIGN IN AND OUT PROCEDURES

Each child must be escorted to and from the YBASE site and signed in/out each day by their parents, guardian or an authorized person age 18 or older (with a picture ID), whose name and signature are on file with the YBASE site director. Please note that no child will be released to anyone under the age of 18 or anyone not listed on the authorization list included in the student's enrollment documents. Photo ID will also be mandatory for each and every pick-up without exception. No children will be picked up by a person without a matching photo ID. We are a 100% ID program.

ATTENDANCE

Once registered, the slot or slots for your household are accepted. Weekly tuition is required whether your child/ children attend or not. The program day begins with each parent or guardian supervising their child/children to proper handwashing. Daily handwashing protects your child and the welfare of others from harmful germs that may be brought into the program. Once YBASE staff is in possession of your child, **NO ONE** will be allowed to sign the student out without written authorization on the emergency contact form and enrollment documents. It is understood that if a participant attends an extracurricular activity or tutorial at the program site the SCCPSS staff does not have to appear on the Additional Pick-Up sheet, but they are required to sign the participants in and out from the program site. Any additional names must be added to an additional pick-up. **No written letters, texts, emails or phone calls are accepted.** Pick-up sheets are provided in the enrollment packet and can be provided by the site director.

The staff will take attendance within the first 10 minutes of the program. It is imperative that you communicate with the staff when your child will not be in attendance. You may send a note to the school to advise the program, or you may leave a voice message for the site director or tell a staff member at the site in person the day before the absence.

YBASE tuition is due weekly even if your child is not in attendance.

Parents are reminded that a telephone call cannot serve as authorization to pick up a child. To avoid any inconvenience, please ensure that the release authorization forms are kept current and that names and signatures are added and deleted as needed.

MEALS

SCCPSS schools offer breakfast as part of the regular school lunch program. During morning sessions, the YBASE staff will assist students who want breakfast with obtaining a meal provided by the school prior to program dismissal, but will follow

the same procedures as everyone else who wishes to eat breakfast at school. Breakfast is served on regular school days only.

The nutrition department at the Chatham County Board of Education supplies the YBASE program with a daily USDA choice nutritional afternoon snack for each child. A hot evening meal provided by America's Second Harvest is also available at select YBASE sites.

PROGRAM POLICIES

Assistive Devices

The YMCA of Coastal Georgia is not responsible for any lost, stolen, damaged, or broken assistive devices such as hearing aids, contact lenses, or glasses. Please have adequate replacement insurance for such items should they become damaged, misplaced, or broken.

Electronic Devices/Toys from Home

The YMCA is not responsible for toys brought from home including electronic devices, games, and cell phones. These items should not be brought to school or camp and will not be replaced by the YMCA. YMCA staff are prohibited from disclosing the names of other children who may have been involved in an item becoming damaged

BEHAVIOR/CONDUCT/DISCIPLINE (CHILDREN & PARENTS)

Just as YBASE staff members are to treat children with courtesy, dignity and respect, children are also expected to obey the rules and regulations of the program.

- No swearing, fighting or inappropriate behavior
- No misuse or damaging of YBASE equipment or facilities; no trashing of facilities—place trash in an appropriate container
- No stealing. No touching another person or the personal property of another person without permission
- No leaving the group without the permission of the group leader
- No drugs, alcohol, tobacco, firearms or weapons of any kind permitted. Only prescription medication cleared ahead of time with the site director is permitted
- No disrespect to participants, staff or volunteers
- No toys from home allowed
- No electronic devices or accessories unless directly related to homework and the time allotted for academic reflection

Participation in the YBASE program is a privilege, not a right, and any student who is disruptive despite staff members' best efforts to work with them may be suspended from the program after two written warnings to parents. To ensure that these rules and regulations are followed, the participants and their parents will be required to sign a behavior contract that will be kept on file at the YBASE site.

Behavior Incident Report System

Our policy and behavior contract defines the steps we take to support your child and help us work as a team to prevent this from happening again.

- Level One Behavior: Director is notified of the incident and an observation is scheduled to further assess the situation. Level One behaviors may only happen three times before being elevated to a level two response.
- Level Two Behavior: Behavioral Specialist or Pre-K inclusion specialist observation scheduled to implement plan of action to support child, guardians, and staff.
- Level Three Behavior: Suspension for two days -three days for first offense with parent conference to return. Second Offense, suspension for 5 days with a parent conference to return.
- Level Four Behavior: Suspension for two days -three days for first offense with parent conference to return. Second Offense, suspension for 5 days with a parent conference to return.
- Category Three and Four behaviors require an incident report to be paired with it. Three incident reports may lead to expulsion with branch director approval.
- For school age children, threats to self or others are immediately reported to the school per their policies.
- Disciplinary policies for Georgia Pre-K students will follow Georgia Pre-K regulations.

- Please note that our children in a childcare learning center (children that are not in a school age program) are given an adjustment period of up to two weeks.
- Branch Executives are given discretion to elevate consequences when warranted by the severity of the behavior.

*Copy of Behavior Incident Report

Behavior Incident Report- Internal

Classroom/Site:	Child Full Name:	Date:	Time:
Behavior Description:			
Problem Behavior (check most intrusive)			
<input type="checkbox"/> Physical aggression	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Hurting self	
<input type="checkbox"/> Tantrums	<input type="checkbox"/> Social withdrawal/Isolation	<input type="checkbox"/> Disruptive behaviors	
<input type="checkbox"/> Inconsolable crying	<input type="checkbox"/> Running away	<input type="checkbox"/> Unsafe behaviors	
<input type="checkbox"/> Non-physical aggression	<input type="checkbox"/> Breaking/Destroying objects or items		
<input type="checkbox"/> Inappropriate language, writing, drawing, gestures			
Activity (check one)			
<input type="checkbox"/> Arrival	<input type="checkbox"/> Outdoor play	<input type="checkbox"/> Departure	
<input type="checkbox"/> Circle/Large group activity	<input type="checkbox"/> Special activity	<input type="checkbox"/> Therapy	
<input type="checkbox"/> Small group activity	<input type="checkbox"/> Field trip	<input type="checkbox"/> Quiet time/Nap	
<input type="checkbox"/> Centers/Indoor play	<input type="checkbox"/> Self-care/Bathroom	<input type="checkbox"/> Transportation	
<input type="checkbox"/> Diapering	<input type="checkbox"/> Transition	<input type="checkbox"/> Individual activity	
<input type="checkbox"/> Meals	<input type="checkbox"/> Clean-up	<input type="checkbox"/> Other: _____	
Others Involved (check one)			
<input type="checkbox"/> Teacher	<input type="checkbox"/> Family Member	<input type="checkbox"/> Transportation driver	
<input type="checkbox"/> Assistant Teacher	<input type="checkbox"/> Support/Administrative staff	<input type="checkbox"/> Kitchen staff	
<input type="checkbox"/> Peers	<input type="checkbox"/> Substitute	<input type="checkbox"/> None	
<input type="checkbox"/> Therapist	<input type="checkbox"/> Classroom volunteer	<input type="checkbox"/> Other: _____	
Possible Motivation (check one)			
<input type="checkbox"/> Obtain desired item	<input type="checkbox"/> Gain adult attention/comfort	<input type="checkbox"/> Avoid sensory	
<input type="checkbox"/> Obtain desired activity	<input type="checkbox"/> Avoid adults	<input type="checkbox"/> Don't know	
<input type="checkbox"/> Gain peer attention	<input type="checkbox"/> Avoid task	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Avoid peers	<input type="checkbox"/> Obtain sensory		
Response (check one or the most intrusive)			
<input type="checkbox"/> Verbal reminder	<input type="checkbox"/> Provide physical comfort	<input type="checkbox"/> Teacher contact family	
<input type="checkbox"/> Redirect to different activity/toy	<input type="checkbox"/> Curriculum modification	<input type="checkbox"/> Time out	
<input type="checkbox"/> Move within group	<input type="checkbox"/> Re-teach/Practice expected behavior	<input type="checkbox"/> Physical guidance	
<input type="checkbox"/> Remove from activity	<input type="checkbox"/> Loss of activity	<input type="checkbox"/> Physical hold/Restrain	
<input type="checkbox"/> Remove from area	<input type="checkbox"/> Time with a teacher	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Remove item	<input type="checkbox"/> Time in a different classroom or adult outside of classroom		
Administrative Follow-Up (check one or most intrusive)			
<input type="checkbox"/> Not applicable	<input type="checkbox"/> Targeted group intervention	<input type="checkbox"/> Conditional enrollment	
<input type="checkbox"/> Talk with child	<input type="checkbox"/> Temporary removal from classroom	<input type="checkbox"/> Transfer to another program	
<input type="checkbox"/> Contact family	<input type="checkbox"/> Sent home for remainder of day	<input type="checkbox"/> Reduce hours in program	
<input type="checkbox"/> Family meeting	<input type="checkbox"/> Sent home for 1 or more days	<input type="checkbox"/> Dismissal from program	
<input type="checkbox"/> Arrange behavioral consultation/team	<input type="checkbox"/> Other: _____		
Comments:			

Behaviors by definition

- Problem Behavior

- This category refers to the most serious behavior exhibited by the specific child. This would be the behavior that was exhibited that was the most intense.

Behavior	Definition	Example	Level
Tantrums	Inability to self-regulate	Throwing items (not endangering others), loud vocalizations, crying for longer than 5 minutes, screaming, cussing, falling to the floor	1
Inappropriate language, writing, drawing, gestures	Using words or phrases, written or verbal, that are offensive or rude; Images that are not directed at others, inappropriate gestures	Insults, depictions of violence not directed at self or others, including weapons, gestures	1
Non-compliance	Refusing to follow direction	No response to specific verbal or non-verbal directions; engages in activities other than what is specified in directions.	1
Social withdrawal/ Isolation	Non-participation in classroom activities with peers/adults or withdraw from play or social interactions with peers or adults; Extreme lack of participation or interest in classroom activities, games, songs, etc.	Refusing to join activity, refusing to participate in activity, no eye contact, no conversation. For toddlers, hanging at the door for extended periods of time waiting for parent, falls asleep in response to attempts to engage, turns face or eyes away from interaction, etc. Wandering aimlessly/ "In own world"	2
Disruptive behaviors	Causing an interruption in class or activity, continuous disruption that causes changes to the schedule, inability for staff to provide proper supervision and safety to all participants.	Will not lay on mat, restlessness, tossing, fidgeting, otherwise preventing quiet rest for others	2
Non-physical Aggression	Threatening, offensive, or intimidating words directed towards an adult or peer	Screaming, name calling, profanity, use of threats, slur meant to dehumanize, sexual language or gestures intended to harass or intimidate	3
Running away	Leaving the area alone and without permission	Leaving the classroom, playground, or group without permission or supervision	4
Breaking/Destroying items or objects	Deliberately impairing or destroying items, property damage, stealing	Tearing paper, breaking items, vandalism, stealing	4
Unsafe behaviors	Engaging in dangerous acts with materials, typical redirection strategies are unsuccessful	Standing on furniture, inappropriate use of classroom materials	4
Hurting Self	Physically abusing self, self-injury	Self-scratching, head banging, self-biting	4
Physical Aggression	Making physical contact with an adult or peer where injury may occur	Striking, pulling hair, biting, scratching, pulling clothes, kicking, spitting	4

Activity-

This category refers to where/when the specific behavior incident took place.

- Others Involved
This category refers to individuals who are directly affected by the incident. It does not include individuals who were merely present during the incident.
- Possible Motivation
This category refers to why the behavior is happening for the child (i.e., what they may be getting or avoiding by engaging in the behavior)

Response

This category refers to how the teacher responds after the behavior incident or the consequence that is delivered.

Activity	Description
1. Arrival	Child arrives at school for the day
2. Circle/Large group activity	Structured large group, teacher-directed activity, Circle time activities
3. Small group activity	Structured, planned, teacher-directed activities <6 children
4. Centers/Indoor Play	Semi-structured play time; includes art, music/movement, dramatic play, writing, blocks, books, sensory, and science inside the classroom. For infants and toddlers, use this category for general play.
5. Diapering	Transition to changing table, undressing, dressing, new diaper
6. Meals	Includes breakfast, snacks, and lunch
7. Outdoor play	Free play with and without equipment
8. Special activity	May include parties, assemblies, and special events held on program property
9. Field trip	Class or group of children away from school or center for activity
10. Self-care/Bathroom	May include dressing, undressing, toileting, washing hands, etc.
11. Transition	Time in between activities or movement to a different classroom or school environment
12. Clean-up	Children are cleaning up an specific area before they move to next activity
13. Departure	Child leaves school for the day
14. Therapy	When receiving intervention services from a speech therapist, occupational therapist, physical therapist, or therapy assistant
15. Quiet time/nap	Includes nap time, quiet reading time, etc.
16. Transportation	Child is being transported on van or bus
17. Individual activity	Child engaged in one on one activity with adult

Verbal reminder	The teacher gives a signal to engage in an alternative, appropriate behavior.
Redirect to a different activity or toy	The teacher will attempt to get child interested in a different activity or toy.
Move within group Remove from activity	Child can stay with group but move to a different seat/location, (e.g., the child is moved to sit closer to teacher/assistant and

	further away from a specific peer).
Remove from area	Termination of a specific activity (e.g., excusing the child from circle time) or guiding the child to select a new activity (e.g., choose a new center).
Remove item	The child is removed from the location where an activity is taking place but can continue to work on that activity in a different part of the classroom.
Provide physical comfort	Removing an object, toy, or material from the child.
Curriculum modification	The teacher will rock or hug the child.
Re-teach/practice expected behavior	Modify lesson or activity to accommodate child's level of functioning (e.g., shorten the time he has to sit in circle time).
Loss of activity	The teachers instructs the child on expected behavior, models the expected behavior, has the child practice the expected behavior, and acknowledges the expected behavior.
Time with a teacher	Child loses access to activity due to challenging behavior (for the remainder of the day or 1 or more days).
Time in different classroom or adult outside the classroom	The child will spend some one to one time with his/her primary teacher. The child is removed from primary classroom for an extended duration of time (i.e., more than 30 minutes) to spend part of a day or multiple days in a different classroom with a different adult supervising. The child is removed from the classroom to spend extended time with administrator, counselor, behavior therapist or other adult. Note. This action is used in the calculation of In-School/Program Suspension.
Teacher contact family	The teacher calls a family member to discuss behavior incident. If teacher call was requested by an administrator, this would be noted in Administrative Follow-Up (see next section).
Physical guidance	A staff member trained to physically move the child from one location to another using only the amount of contact needed to guide the child to a safe space or to maintain the safety of others.
Physical hold/Restrain	If necessary, a staff member appropriately trained in this safety care method will hold the child.

Administrative Follow-up

Administrative Follow-Up	Description
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1. Talk with child	Program administrator engages in a discussion with a child about alternatives to his or her challenging behavior that ends in a plan for performing the alternative, prosocial behavior in the future.
2. Contact family	Program administrator calls or directs another staff to call a family member to discuss the behavior incident.
3. Family meeting	Child's family member requested to attend a meeting to discuss a behavior incident.
4. Arrange behavioral consultation/team	An expert is called in to help develop an appropriate response to the child's challenging behavior with input from the program staff and family.
5. Targeted group intervention	The child is provided additional instruction in social emotional skills through an existing small group that is matched to the child's specific needs.
6. Temporary removal from classroom	Child is sent to some other part of the school (e.g., teacher classroom, nurse, guidance counselor) for remainder of day or multiple days in response to problem behavior. Note. This action is used in the calculation of In-School/Program Suspension.
7. Sent home for remainder of day	Child is sent home for some part of the school day. Note. This action is used in the calculation of Out of School/Program Suspension.
8. Sent home for one or more days	Child is sent home and not allowed to return to school for one or more days. Note. This action is used in the calculation of Out of School/Program Suspension.
9. Conditional enrollment	Family is asked to provide a person to support child's continued enrollment in the program by providing a behavior assistant, shadow, 1:1 assistant, or similar support.
10. Transfer to another program	The child is moved to a different program/classroom.
11. Reduce hours in program	The amount of time a child spends in the program is reduced for a specified amount of time.
12. Dismissal from program	The child is permanently removed from the preschool program. Note. This action is used in the calculation of Expulsion/Dismissal

Any act that is considered dangerous to the participant or staff is grounds for immediate suspension or expulsion. The steps for offenses may be skipped depending upon the severity of the rule violations. **Tuition is charged based on slots being held: if your child is suspended but returning, tuition will be charged during their suspension. If your child is expelled, their slot will be released to the next child on the waiting list and no more tuition will be collected.**

Just as students and staff are expected to treat one another and their peers with dignity and respect, we expect parents to treat students and staff accordingly. Any parent or guardian who shows disrespect to our staff will be asked to remove their children from the program.

Caregiver Code of Conduct

The YMCA of Coastal Georgia requires that all caregivers of children enrolled in the Child Learning Center, Child Watch, Mother's Morning Out, After School Care programs, and Holiday Camp programs behave in a manner consistent with the values and mission of our organization. One goal should be shared between the caregivers of enrolled children, teachers, and administrators of the child care program: To educate our young people in a protected environment that promotes decency, courtesy, and respect for others. Caregivers are required to uphold the guidelines listed below:

Swearing/Cursing

There can be no inappropriate language from any adult within the walls of the Child Learning Center, YMCA Program site or any part of the facility where children populate. Inappropriate language is offensive and will not be tolerated. At no time shall inappropriate language be directed toward staff members or children.

Threatening of Employees, Children, or Caregivers

Threats of any kind will not be tolerated. All threats towards employees, children, or caregivers will be reported to the appropriate authorities. The adult making the threat may be prohibited from entering the facility in the future or their child(ren) may be unenrolled from our program. Caregivers must always be in control of their behavior.

Staff Interactions

Caregivers are welcome to have informal meetings with classroom teachers when it is convenient for both parties. The YMCA maintains strict classroom ratios and teachers cannot be pulled away at certain times. Caregivers who wish to have a formal conference with a classroom teacher should request them through the Childcare Director or Assistant Director. Inappropriate confrontations between caregivers and staff will not be tolerated. It is expected that all disagreements or differences in opinion be handled in a calm and respectful manner, out of the presence of children. Caregivers who are aggressive, harassing, or otherwise acting in ways that make staff uncomfortable in doing their job may be asked to disenroll from the program and find alternative care.

Physical/Verbal Punishment of Children on YMCA Property

The YMCA does not condemn or condone corporal punishment; such acts are not allowable, by staff or caregivers, on YMCA property. Behavior concerns can and should be addressed with your child's teacher, but teachers cannot suggest forms of punishment or behavior modification strategies with caregivers informally. Caregiver meetings can be scheduled at the convenience of the caregiver and administrators to discuss behavior plans and corrective action steps for negative behaviors.

Caregivers are prohibited from discussing behavior concerns about other children with administrators or classroom teachers. This is a breach of confidentiality. In addition, it is inappropriate for a caregiver to seek out another caregiver to discuss behavioral concerns or incidents involving their child.

Violations to the Conduct Policy

Should a Caregiver behave in a manner that is inconsistent with the agreed upon code of conduct, they will be asked to leave the premises immediately and the situation and events will be investigated. Once the investigation is complete, the caregivers and adults involved will meet to discuss further action. Inappropriate behavior among adults on childcare property will not be tolerated.

Chain of Command

Each of the YMCA Childcare programs has a Childcare Director and Assistant Director who are responsible for the day to day operations of the center. Caregivers who have concerns about the day-to-day operation of the center should contact either the Director or the Assistant Director to discuss potential ways to alleviate the situation. If a caregiver has attempted to resolve a concern with center administration and is not satisfied they can call the corporate Childcare Operations Specialist or Vice President of Early Learning.

ENRICHMENT

The YBASE program offers a variety of outdoor and indoor physical activities, games and sports challenges throughout the school year. All activities are designed to foster teamwork, highlight individual skills and promote team unity. The YBASE program offers a system of educational enrichment opportunities to meet the needs of every child:

- Physical education and recreation (30 minutes, outside, large and small motor activities)
- Homework (30 minutes quiet academic reflection)
- Language and literature
- Creativity
- Science and nature

During academic reflection, all children will be allotted 30 minutes of time to work on homework and/or for quiet academic reflection in a supervised setting. Staff will encourage children to tackle their most challenging assignments but cannot be expected to offer one-on-one tutorial assistance. It is the responsibility of your child/children to know their homework assignments and to bring all necessary books, papers, etc. to the program each day. The YMCA is not responsible for the school supplies needed for your child's homework.

Children are not allowed to return to their classroom once they have been checked in to the YBASE program.

YBASE prohibits the use of electronic devices during program hours unless utilized for homework assistance. No cell phones, smart watches or air buds are allowed. Tablets are to be used for academic work only; any electronic devices used inappropriately will be collected by the site director and returned to the parent/guardian at pick-up time that day. Continued or inappropriate abuse of this policy may result in suspension or expulsion from the program. The Y is not responsible for lost or stolen devices or accessories, so they are best left at home for safekeeping.

PAYMENT POLICIES AND PROCEDURES

- All tuition must be paid via weekly, biweekly or monthly auto draft. The YMCA and YBASE do not accept cash under any circumstances.
- Payments are due each Monday prior to the student's program attendance.
- Tuition is only waived for a participant with supporting medical documentation of a surgical procedure and recovery of two weeks or more.
- Tuition for each participant is considered full tuition until a supporting lunch letter from SCCPSS specifies a reduction.
- There are no refunds or pro-rating of tuition for absences, partial weeks or emergency closings.
- Tuition accounts that are two or more weeks behind will be removed from the program and the child's slot released to the next child on the waiting list.
- Once the child's slot has been released, they cannot regain the slot and must be added to the wait list. Balances including all late and return fees must be paid in full prior to re-enrollment. Re-enrollment will happen for the upcoming Monday.
- Unpaid invoices will be sent to collections **five days after the invoice date**.

TUITION AND FEES

Tuition payments are due weekly on the Monday prior to the child's program attendance. A \$10 late fee is assessed for tuition payments not received by the due date.

To complete registration for the program, a one-time non-refundable registration fee of \$40 is used to hold a weekly slot.

A return fee of \$35 is assessed for bounced or returned checks.

Late pick-up fees of \$1 per minute per child are due the next business day.

All fees must be paid in full before a child can be enrolled or re-enrolled in the YBASE/Fun Club program.

YBASE fees are due weekly even if your child is not in attendance on a given day or week. Tuition accounts more than two weeks delinquent will be removed from the program until the balance is paid. Your child's enrollment in any other YMCA program (i.e. Holiday Camp, Summer Day Camp, youth sports, etc.) will not be permitted until your account is made current. If your child is removed from the program, a new \$40 registration fee must be paid before re-enrollment will be allowed. Three removals for non-payment will result in a mandatory removal from the YBASE program for the remainder of the school term. Re-enrollment may be limited, and your child may be placed on a waiting list. Having been enrolled in the program at one time does not guarantee a spot after your account has gone delinquent.

YBASE operates on a first-come first-served basis and spaces are limited.

Chatham County YBASE

WEEKLY ENROLLMENT	FULL	REDUCED	FREE
Both AM & PM	\$70	\$50	\$50
AM Only	\$30	\$25	\$25
PM Only	\$40	\$25	\$25

Liberty County YBASE

WEEKLY ENROLLMENT	FULL	REDUCED	FREE
Both AM & PM	\$73	\$52	\$52
AM Only	\$31	\$26	\$26
PM Only	\$42	\$26	\$26

Effingham YBASE

WEEKLY ENROLLMENT	FULL	REDUCED	FREE
PM Only	\$52	\$37	\$37

FUN CLUB

WEEKLY ENROLLMENT	FULL
Both AM & PM	\$99
AM Only	\$37
PM Only	\$62

Tuition for each participant is considered full tuition until a supporting lunch letter from the SCCPSS Nutrition Department specifies a reduction.

The qualifications for a reduced or free tuition rate for YBASE is based on the direct determination of an income-based lunch application provided by the Board of Education. To receive lunch status verification or to obtain a copy or an emailed copy, contact the SCCPSS Nutrition Department at 912-395-5548.

(YBASE) Children may be dropped off at the site any time after 6:30 a.m. until breakfast begins. Children may be picked up from YBASE following school dismissal, this time is different per location and must be picked up by 6 p.m. For every child not picked up by 6 p.m., a late pick-up fee of \$1 per minute will be charged for each child.

At 6 p.m., the site director will begin making calls to parents or guardians. If a child has not been picked up by 6:05 p.m., the site director will make attempts to contact the person(s) listed as emergency contacts on the child's registration form. If the site director has been unsuccessful in contacting anyone by 6:15 p.m., we will be left with no choice but to contact Chatham County campus police at 912-395-5536 to help us locate an authorized person to pick the child up or for DFCS to take the child into their care.

Any household with a repeated pattern of late pick-ups (more than 5 times in a semester) will be removed from the program and their slots released to the next child on the waiting list. **Please keep your registration and emergency contact info current.**

Inclement Weather/Emergency Closings

With the exception of the one vacation week offered to all families, all Childcare fees must be paid in full every week. This includes weeks where there are weather related closings, snow days, emergency closings, holidays and child absences. These fees will not be pro-rated, credited, or refunded in the event of unexpected closures.

RETURNED CHECKS

If your check is returned unpaid you expressly authorize the merchant and its processing center to electronically debit your account or generate a paper draft/substitute check against your account for the face value of the returned check and the maximum allowable state fee. Your use of a check as a payment is your acknowledgement and acceptance of this policy and terms. To revoke this authorization or verify or dispute any debt, call 1-800-460-0124 Bounce Back Electronic Check Recovery. You will receive notification from the YMCA corporate office and will be asked to contact Susan Thompson at 912-354-5480 to satisfy the face value of the check along with a \$35 returned check fee. After two returned checks your account will be restricted from writing checks with YMCA and limited to money orders and credit or debit card payments.

Withdrawal

Two weeks' notice is required when withdrawing a child from the program. Attendance is not required; however, full payment must be made for two weeks after the Withdrawal Form is signed by the Child Care Director.

HEALTH AND SAFETY

HANDWASHING

Handwashing is a mandatory practice. Rule 591-1-1.17 (Hygiene) listed in the rules and regulations manual from our Georgia State Licensing agent Bright From the Start states that daily handwashing with liquid soap and water is required immediately upon arriving for care. Additionally, as part of the before and after school program, licensing requires handwashing when re-entering from outside play, before and after eating meals and snacks, handling or touching food, playing in sand or water activities, after toileting and any contact with body fluids such as—but not limited to—mucus, saliva, vomit, or blood, and after contamination by any means.

To maintain proper supervision practices throughout the program, as part of the AM session, each parent or guardian is required to supervise their child/children with proper handwashing to ensure that hygiene practices are met entering the program and at the beginning of each day.

INJURY AND INCIDENT PROCEDURES

YBASE staff members will receive training in first aid and CPR. In case of a minor accident the staff member in charge will supervise care of the child or children involved. In the event of a serious medical emergency, the site director will telephone EMS for assistance and shall notify parents/guardians immediately thereafter. Parents are asked to ensure that all of the information on the children's YBASE medical forms correct and complete, and to notify the site director of any changes or special conditions that may affect their child's participation in YBASE.

In the event that a child has a minor injury that does not require medical attention, an accident report will be issued to the parent. The report lists what happened and what injury the child sustained. Parents will be called at work before pick-up time if the injury is noticeable upon sight.

Should an incident occur between your child and another friend, information about the altercation will not list any specific names. The YMCA protects the confidentiality of each child, and all teachers are prohibited from discussing the occurrence with any staff person who is not directly involved. Any disciplinary actions taken will not be shared with anyone other than the legal caregiver(s) of the child being disciplined. Any staff member who acts in violation of this confidentiality policy will face immediate disciplinary consequences.

CARE OF SICK CHILD

If a child becomes ill during YBASE program hours, they will wait with the site director until arrangements can be made for them to leave the site. If a child exhibits a fever of 101 degrees or higher and one other symptom (vomiting, diarrhea, headache, ear ache etc.) the parent will be notified and asked to pick their child up immediately. The child cannot return to YBASE for 24 hours after the symptoms subside. A doctor's excuse is requested to keep in the child's file. Once YBASE is notified that an enrolled child has an illness in the communicable disease chart, signs will be posted notifying parents. The signs will list symptoms to watch for a request that parents notify YBASE if their child gets sick. Signs will remain posted for 48 hours.

MEDICATION

Under no circumstances will YBASE staff administer over-the-counter medication. Under special circumstances, the site director may administer prescription medications only. Those drugs must be in the original container with the

label bearing (A) the name of the child, (B) the name of the prescribing physician, and (C) clear directions for administering the medication. The child's parent or guardian must provide the medication to the site director in person and must fill out a special form. Parents and guardians are reminded never to send any medication to school with their children.

Medication forms are available for children who need to take prescription medication during YBASE hours. The form is completed and signed by the parents or guardian. It indicated the type of medication a child is to be given as well as the dosage (dosage must be the same as the package directions). No over-the-counter medication is allowed.

Medication forms are valid for two weeks only. Any long-term medications must be accompanied by a letter from the child's physician. When the medication is given the staff member will document it on the form and list any adverse reactions seen over the next hour. Sick children will be separated from the group until parents arrive.

TRANSPORTATION

The YBASE program does not provide transportation. Parents shall be responsible for transporting their children to and from the program site. Children may not sign themselves out and walk home. Please refer to sign-out procedures. YBASE will not have any field trips, but may have special events and guest speakers. Fun Club transports children to and from the school sites to the YMCA for pick-up/drop-off.

PARKING

Drop-off/pick-up for YBASE will be different at each school. Areas will be designated during the first week of the program; parents will be asked to avoid double parking and obstruction of traffic lanes. Please follow school parking procedures and guidelines.

FIRE/TORNADO DRILLS

Emergency drills shall be conducted periodically to familiarize students with procedures and edits to be used in the event of an actual emergency. Directions shall be posted in all classrooms and YBASE program spaces. If the center is disabled for more than 1 hour or programming will not be able to continue for the day, the Director and teachers will contact Caregivers to pick up their children. Caregivers will have 1 hour to pick up their children. Information on re-opening the facility will be given as soon as all the damage is surveyed.

SEVERE WEATHER

In the event that severe weather threatens the area, the YMCA will enact the tornado/severe weather protocol and have all children and staff evacuate to their designated areas until all clear is given. Children and staff will be required to evacuate to the designated safe place when a tornado siren is heard and/or a tornado warning is in effect.

Children will be led to their designated safe place and a name-to-face check completed to ensure all children have evacuated the classrooms. The CLC Director will check the facility once more to ensure all parties have evacuated.

During an active tornado warning, we ask that Caregivers do not sign their children out as all children will be in a safe place and it will be difficult to manage an exchange of care safely.

ELECTRICITY OR WATER OUTAGE

From time to time, the center may experience a power or water outage that causes the level of care in the center to be diminished for a period of time. Should this occur during normal program hours, the child learning center will evaluate the situation and make a call for an emergency closing if necessary.

If at any time the facility is without electricity or water for more than 1 hour, the decision will be made to close for the remainder of the program day.

EMERGENCY CLOSING

The YBASE program will close during severe weather emergencies which coincide with the forced closing of public schools. Listen to local broadcast media and ymcaofcoastalga.org website for announcements of emergency closings. If the school closes, the YBASE program at that site will also be closed. The YMCA of Coastal Georgia will make the decision to close programs early should impending weather pose a threat to our participants, families, and staff. All notice of closings will be sent in writing via email, through local media outlets, and by phone when necessary.

EMERGENCY RELOCATION

Should an emergency arise such as a power or water outage that renders the facility disabled for more than one hour, parents

will be contacted to pick up their children early. Should an immediate threat be detected, the children will be moved to an alternate location on school property and the parents contacted to arrange for pick-up from the new location.

WRITTEN POLICIES

The YBASE program has written emergency procedures in place for handling:

- Severe weather
- Loss of electrical power or water
- Death, serious injury, or loss of a child
- Child abuse

All of the above procedures are available for parents to review upon a request being made to the site director. No center personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency healthcare professionals.

If you have any questions, comments or concerns that cannot be resolved by your site director, please feel free to contact your child's site district coordinator or the YBASE main office at (912) 351-3622.

DISTRICT 1 COORDINATOR: Katrina Ellis, (912) 438-0746, katrina.ellis@ymcaofcoastalga.org

Bloomington, Brock, Garden City, Georgetown, Godley Station, Hodge, Pooler, Rice Creek, Southwest Elementary, Southwest Middle, West Chatham

DISTRICT 2 COORDINATOR: Felicia Thompson, (912) 650-1347 felicia.thompson@ymcaofcoastalga.org

Coastal, Charles Ellis, Gould, Haven, Hesse, Heard, Pulaski, Smith, Windsor, White Bluff, STEM Academy

DISTRICT 3 COORDINATOR: Sheanna Price (912) 650-1363,

A. B. Williams, Gadsden, Garrison, Butler, Henderson, I.O.H., Low, Marsh Point, May Howard, Savannah Classical, Coastal Middle

FUN Club Locations:

Habersham YMCA Childcare: 912-354-6223

West Chatham YMCA Childcare: 912-748-9622,

Effingham YMCA Childcare: 912-826-2199

Liberty County YMCA Childcare: 912-368-9622

Tybee YMCA Childcare: 912-786-9622

Islands YMCA Childcare: 912-897-1192

Richmond Hill YMCA Childcare: 912-756-5856

Golden Isles YMCA Childcare: 912-265-4100

McIntosh County YMCA Childcare: 912-525-2707

Statesboro YMCA Childcare: 912-225-1952

YMCAofCoastalGA.org